

Indiana Department of Homeland Security
District Fire Training Council (-V23-092115)

I. Policy

District Fire Training Council Administration/Operations

II. Purpose

Provide consistent, high quality, fire training, and courses at the local level.

III. Applicability

- A. District Fire Training Staff
- B. Firefighters & Instructors in all ten (10) fire training districts
- C. IDHS Fire Training Director, Section Chief, & Manager

IV. Risk Statement

V. Definitions

Efforts will be taken to provide realistic and relevant hands on training while maintaining a high level of safety.

Table 1 – Policy Term Definitions

Term	Definition
District Fire Training Council	Fire Training Council within each of the ten (10) districts within the Indiana Department of Homeland Security model.
District Fire Training Chair	Immediate supervisor of the District Coordinator.
District Fire Training Coordinator / Assistant Coordinator	Manages and oversees delivery and planning of the comprehensive training program.
District Fire Training Secretary	Maintains a log of minutes from monthly meetings.
Fiscal Agent	Maintains a log of expenditures and finances within the District Fire Training Council.

Class Manager	Management of the class, such as administrative functions.
Adjunct Instructor	Approved person providing instructional based learning, and must be certified (at minimum) as an Instructor I per 655 IAC 1-1-5.2.
Lead Evaluator	Approved person serving as the evaluator for practical skills assessments and must be certified (at minimum) as an Instructor II/III per 655 IAC 1-1-5.2.
655 IAC 1-1-5.2	Board of Firefighting Personnel Standards and Education

VI. Procedure

Sub-Section 1: The continuous implementation of this document is as follows:

- o Maintain any and all props that support District training, including current location
- o Maintain an inventory list, as well as sign out sheet for any textbooks and/or materials
- o Maintain a payment process for qualified instructors to teach the courses
- o Maintain and support the district training hub and satellite locations
- o Maintain the Training Coordinator position for the District
- o Maintain the Fiscal Agent assigned to District finances
- o Continue working partnerships with the District Planning Council to coordinate activities that meet the objectives outlined by the State Fire Marshal's Office.

Sub-Section 2: A written training plan must be developed. The training plan must include (but not limited to) the date(s) of the course(s), and locations for training. The training plan will be submitted to the Fire Academy Training System staff for approval. A summary of the approved training plan with the month, name, and location shall be entered in the form of the budget and proposal in iGMS (i.e. 2 FF I/II classes in District 5- one in Lebanon for May and one in Shelbyville for August). Classes sponsored by the district will use the Lead Instructor Planning Templates developed by the Fire Academy Training System or if a Lead Instructor Planning Template does not exist for a specific class then the requestor will create a syllabus. The Lead Instructor Planning Template or syllabus shall be submitted to the District Fire Training Council for approval.

The course must be registered on www.indianafiretraining.com and in iGMS no less than 30 days in advance of the start of the course. The course must be reopened in iGMS no less than 15 days before the test day to enter an accurate roster for testing students. The courses for funding approval must have 15 students registered prior to the start of the class. In the event of having less than 15 students registered, the Coordinator may request an exception within fourteen (14) days prior to the start date, only if there are greater than 10 students, with 5 departments represented. The request should be in **writing (email)** to the State Fire Training Section Chief and **approved** by the State Fire Training Director and/or Section Chief. On the first night of the course, there must be at least 10 students in attendance. If there are less than 10 students in attendance, the class is not eligible for funding (unless written permission is granted by the Fire Training Director and/or Section Chief).

SECTION III

Meetings

Sub-Section 1: Meetings shall be held no less than every other month via webinar, conference call, or face to face, etc. Monthly meetings are recommended. Meeting dates shall be established by the District Fire Training Council. Meeting shall be called to order at a time that is agreed upon by the District Fire Training Council. The budget and election meetings must be held via face to face. Additional meetings shall be called and held as needed.

Sub-Section 2: Special meetings may be called by the Chair or Vice Chair with a location, time and subject matter. At least a 48 hour notice must be given via electronic mail for a special meeting. The exact purpose of the special meeting must be stated in the electronic mail notice and only those identified items are able to be discussed.

Sub-Section 3: The quorum for any meeting of this Council shall have representation of at least half of the active counties present. Proxy representation is allowed. A letter stating the proxy for a county representative shall be on file with the Chair or presented before the start of the meeting signed by the selected member. Councils can choose to accept an email confirmation of a proxy.

SECTION IV

Order of Business

Sub-Section 1: All meetings of the Council shall be called to order by the Chair or in his/her absence the Vice Chair, and shall adhere to the following order of business unless a motion to change the order of business is approved by the council at that meeting. (*Meeting order may vary for each District*).

1. Roll Call of Council Members / Reading of Minutes
2. District Activity Report
3. Fiscal Agent Report (Approval of invoices)
4. New Business & Communications / Good of the Order

5. Adjourn

SECTION V

Officer Selection Process

Sub-Section 1: The elected officers of the District Fire Training Council shall consist (and comprised) of the following:

- A member from each county within the District (The county Fire Chief's Association may appoint a member from each county to represent their respective county). Councils may choose to allow two members of each county.
- Optional committee members may include: a member from a learning institution, one member from a large volunteer department, and one member from a large career department in addition to the county representative.
- Optional committee members may be appointed by the agency in which they represent.

Sub-Section 2: The following positions shall be elected annually by the District Fire Training Council.

- Council Chair
- Council Vice-Chair
- Recording Secretary (Coordinator may fulfill these duties)

Sub-Section 3: Notification of nominations to the District Fire Training Council elected positions will occur at least one month prior to the election by the current county representatives. Selections shall be held annually.

Sub-Section 4: In the event that a position(s) on Council is unopposed, the current officer(s) shall be deemed appointed by acclamation.

Sub-Section 5: Should any officer absent himself/herself from three (3) consecutive meetings, without a reasonable excuse (illness, injury, family emergency, work scheduling, emergency response, etc.), that position shall be declared vacant and it shall be the duty of the Chair to request an appointment from the respective county's Fire Chief's Association.

Sub-Section 6: Council members shall represent the District Fire Training Council and the Fire Academy Training System—in a professional manner at all times. Professional manner shall include (but not limited to):

- No defamation of the agency (Fire Academy Training System)
- No malicious activity (threats, vandalism, cheating, etc.)
- Treat all council members, visitors, instructors and students with dignity and respect

SECTION VI

Duties of Officers

District Fire Training Council Responsibilities:

- The District Fire Training Council shall conduct annually a training needs assessment to determine the training needs of local fire departments. The training needs assessment document must be approved by the Fire Academy Training System staff.
- Establish a budget request to submit to the Fire Academy Training System staff.
- Develop a training implementation plan after the budget has been approved
- Secure a fiscal agent for the proper disbursement of funds.
- Establish fiscal policies in accordance with requirements and expectations of the fiscal agent (In coordination with the Fire Academy Training System).
- Review invoices from classes/instructors and vendors to ensure accuracy and validity.
- Review Adjunct Instructor applications.
- Create a Memorandum of Understanding (MOU) agreement for the District Fire Training Coordinator. The MOU will be in effect from January 1 to December 31. The agreement must be renewed annually effective January 1 of each year.

District Fire Training Council Fiscal Agent Responsibilities:

- Keep a continual record of the Council's receipts and disbursements.
- Continually manage any money for the district and pay the receipts authorized by the Council.
- The fiscal agent does not have voting privileges unless they become a member of the Council.
- The Fiscal Agent or designated person shall report the status of the fiscal condition to Council at each monthly meeting.
- The Fiscal Agent shall serve until resignation or revocation of the grant agreement.
- Ensure that all invoices and expenditures are spent only within the performance period noted, and authorized by the Indiana Department of Homeland Security Grants Management Staff. (**Note-** The Fully Executed Agreement will be fully executed upon the last signatory of the agreement, and will become a Fully Executed Agreement for the period in which is specified on the agreement).
- Submit Quarterly Reports within iGMS as required within the Fully Executed Agreement.
- Submit invoices/proofs of payment for course, class, purchase or activity NO LATER THAN **60 days** from when the course, class, purchase or activity was completed.
- Ensure that all invoices and expenditures are submitted through iGMS NO LATER THAN **45 days** from the final date/liquidation of the Fully Executed Agreement.

District Fire Training Council Chair/Vice Chair Responsibilities:

Essential Duties/Responsibilities:

- Conduct the District Fire Training Council meetings in accordance with the policies and procedures established by the District Fire Training Council.
- Review Adjunct Instructor applications and conduct interviews for new instructors.
- Approves short and long range training schedules for the District Training programs, reports, and evaluations.
- Conduct an annual training needs analysis identifying types and numbers of the various training courses that are to be conducted throughout the District.
- Attend District meetings.
- Promote and support training courses delivered within the District as directed by the Fire Academy Training System.
- Manage the contract and/or adjunct instructors and courses within the District.
- Maintain and support the established training standards and administrative rules for State and Local governments.
- Assist in the preparation of reports and critiques to the Fire Academy Training System summarizing training activities that are occurring within the District, as requested.
- Review and approve invoices from classes/instructors and vendors to ensure accuracy and validity.
- Submit approved invoices to the Fire Academy Training System.
- Perform other related duties, as directed.
- A performance review of the Coordinator will be conducted in November of every year.
- Enforce a code of ethics consisting of (but not limited to):
 - o Do everything possible to achieve excellence in professional conduct and deliver the highest quality instruction in every class taught.
 - o Show respect for students in language and actions.
 - o Treat all people fairly, without regard to race, sex, religion, age, disability, national origin or persons department
 - o Set aside conflicts between thy self, the students and others, within the context of carrying out my professional responsibilities.
 - o Provide a safe and professional learning environment for all students
 - o Strive to maintain continuous and positive communications between students, instructors, and other fire department staff.
 - o Present myself in a professional manner, through attitude, dress, and presentation.
 - o Provide a fair and equal hiring practice for instructors and staff.
 - o Follow all ethics and conflict of interest policies and procedures adopted by the local fiscal agent when hiring instructors, evaluators and proctors.
 - o Council members wishing to instruct, evaluate or proctor should not participate in the voting for the class approval. The appointment of the instructor, evaluator or proctor shall be determined by those on the Council, who are not wishing to participate in the capacities within a course delivery.
- Determine the effectiveness of the operation of the District:
 - o Scheduled compared to completed courses

- o County Involvement

District Fire Training Council Recording Secretary Responsibilities:

Essential Duties/Responsibilities:

- Actively attend State and District meetings, workshops, and training classes as required.
- Record meeting minutes of the District Fire Training Council.
- Assist in the preparation of reports and critiques to the Fire Academy Training System, summarizing training activities that are occurring within the District, as requested.
- Submit meeting minutes to be read at the District Fire Training Council Meeting.
- The District Training Coordinator may perform the duties of the Recording Secretary.
- Perform other related duties, as directed.

District Fire Training Coordinator Responsibilities:

Purpose of Position/Summary:

The District Training Coordinator for the Fire Academy Training System is responsible to manage, coordinate and deliver an integrated, comprehensive training program with primary emphasis placed on complying with the Fire Academy Training System training standards and guidance ensuring Federal, State, and Local compliance.

Essential Duties/Responsibilities:

- Prepare short and long-range schedules for District training programs.
- Develop programmatic reports
- Conduct evaluations and/or surveys on training regarding effectiveness and attainment of goals
- Assist with the annual training needs analysis identifying types and numbers of the various training courses that are needed throughout the District.
- Review Adjunct Instructor applications and assist with interviews for new instructors
- Assist the District Fire Training Council, district fire departments, and other State or Local Government agencies in scheduling, coordinating and hosting appropriate training.
- Establish a control and distribution system for all district assets and inventory (iGMS Asset Tracking)
- Coordinate the delivery, instruction, management, and presentation of various training courses, equipment usage, and certification courses.
- Assist with an instructor review process that will ensure consistency and adequacy of the instruction being given.
- Conduct a review on district instructors and prepare a report of the review results to the District Fire Training Council.
- Review results shall be maintained on file for 3 years.
- Reviews will include: methods of delivery, instructional techniques, course management strategies, and presentation of various training courses, & equipment usage.

- Reviews may be delegated to other instructors as approved by the District Fire Training Council.
- Review and evaluate training materials used within training programs and make recommendations for consistency, technical accuracy and compliance with established standards for Federal and State related programs.
- Promote and support training courses delivered throughout the assigned District.
- Manage contract and/or adjunct instructors and courses within the District.
- Ensure the training materials used by instructors paid by the district are validated, current, based on fact and are conducted in accordance with Federal, State and Local laws.
- Orient local jurisdictions to training standards, guidelines, and requirements as directed.
- Maintains and supports the established training standards and administrative rules for State and Local Governments.
- Prepare and submit Training Activity Reports to the Fire Academy Training System summarizing training activities occurring in the District, as requested.
- Travels throughout the assigned District to coordinate various training activities.
- Attend meetings as required.
- Support other functions of the Fire Academy Training System.
- Serves as course manager or selects a class manager for all classes to be conducted by the DFTC.
- Ensure that **ALL** students are at least 18 years of age **and** affiliated with a fire department
- Duties of class coordinator can be delegated to county representatives or the Lead Instructor with approval of the District Fire Training Council Chair.
- Perform such other related duties, as directed.

Difficulty of Work:

The District Training Coordinator must utilize a broad scope of knowledge and experience combined with considerable initiative and judgment in the development, design, implementation, planning and evaluation of the varied and complex fire training programs as requested by the Fire Academy Training System.

Personal Work Relationships:

Primary contacts are with the State Fire Training Director or designee, executives and staff of the Federal, State and Local Governments, various professional organizations, District Fire Training Council members, adjunct or contract instructors, and public safety personnel. The District Fire Training Coordinator must often resolve situations involving significant differences in opinion regarding approaches to fire training and/or certification issues by utilizing effective negotiation and conflict resolution skills and techniques.

Physical Effort:

The District Fire Training Coordinator must possess the ability to occasionally physically perform and/or demonstrate emergency response/public safety field activities, periodically lift

and carry training aids, fire training props, books or other materials, stand and/or sit for long periods of time, and routinely use computers or other electronic equipment for prolonged periods of time.

Working Conditions:

The District Fire Training Coordinators will be required to carry out their duties and responsibilities in a broad variety of working conditions which includes routinely working in a normal office environment, working in various training facilities, classrooms or other locally provided facilities throughout the District or field environment.

Course/Class Manager Responsibilities:

Purpose of Position/Summary:

The Course Manager is responsible for the management of the course, such as administrative functions. The administrative functions shall be (but not limited to):

- Completing a Lead Instructor Planning Template as approved by the Fire Academy Training System
- Select the location for class room, skills practice session, and the final skills evaluation
- Selecting the lead instructor, subject matter experts, evaluators, proctor, & lead evaluator
- Arranging the logistics and transport of training props and aids
- Ensures that the course is registered into iGMS with all positions filled out correctly
- Arranges frequent follow ups with the lead instructor regarding the course. (Frequent follow-ups will be dependent upon the class).
- District Fire Training Council may have the Coordinator perform the duties above, if needed.

Adjunct Instructor Minimum Qualifications / Standards

1.) To Qualify as an Adjunct Instructor:

A.) Any certified Instructor of a local fire department within the District must fill out the adjunct instructor application and a W9 tax form along with a letter of recommendation from their local Fire Chief and/or their Training Chief. These will be submitted to the District Fire Training Council for review.

B.) Subject Matter Experts (SMEs) must provide a resume' and reference list to the District Fire Training Council for review and approval prior to scheduling classes. The cost must be pre-approved by the committee.

C.) The rate of pay that has been established is outlined within the budget. This rate has been adopted by the District Fire Training Council. All rates are subject to change, and must be approved by the Indiana State Fire Training Director.

2.) Any Instructor that wishes to be the Lead Instructor for any course sponsored by the District Fire Training Council must be certified (at minimum) as an Indiana Instructor I, per 655 IAC 1-1-5.2. They must also be certified in the topic in which they are serving as the Lead Instructor. All applications for courses will be forwarded to the District Training Coordinator for review. If the course meets the standards outlined in the training plan, then the application will be forwarded to the Training Council for approval.

3.) Any Instructor that wishes to be the Lead Evaluator for any course sponsored by the District Fire Training Council must be certified (at minimum) as an Indiana Instructor I (Mandatory only) and Instructor II/III for all other courses, per 655 IAC 1-1-5.2. They must also be certified in the topic in which they are serving as the Lead Evaluator. All applications for courses will be forwarded to the District Training Council for review. If the course meets the standards outlined in the training plan, then the application will be forwarded to the Training Council for approval.

4.) Any Instructor that wishes to be the Proctor for any course sponsored by the District Fire Training Council must be one of the following: Certified as at least an Instructor I or Instructor II/III, holder of a valid teacher's license, faculty member at an institution of higher learning, or staff member of an authorized training entity. All applications for courses will be forwarded to the District Training Coordinator for review. If the course meets the standards outlined in the training plan, then the application will be forwarded to the Training Council for approval.

5.) To be considered for the position of an Adjunct Instructor, he/she must meet all of the following criteria:

A.) All adjunct instructions must follow course materials and teach to the Objectives.

B.) All adjunct instructors must submit a request for employment (application) on www.indianafiretraining.com.

C.) All adjunct instructors will be well groomed and appropriately dressed for the class being taught.

D.) All adjunct instructors will maintain discipline in class and during skills secessions all horse play and freelancing must be controlled and eliminated.

E.) The adjunct instructor is responsible to obtain all training materials from the training coordinator, prepare for class and request any additional resources required for class.

F.) The adjunct instructor will adhere to all paperwork requirements and report their time to the district training coordinator.

G. The adjunct instructor must attend a Train-the-Trainer for District related paperwork (i.e. filling out invoices).

H. The adjunct instructor must perform a shadowing/mentoring program with another Lead Instructor or District Training Coordinator for a minimum of (may be increased at the direction of the DFTC):

- At least one four (4) hour evaluated class
- At least one four (4) hour session of skills instruction

Once the adjunct instructor has completed eight (8) hours of approved mentoring time, they shall sit through an evaluation process with the District Fire Training Council Coordinator and/or Chair. The Districts shall select the Lead Instructors/Evaluators who are qualified to perform the evaluation process of new adjunct instructors. The shadowing program will allow consistency of course instruction and evaluation through a quality assurance program.

- I. The adjunct instructor must join the 'www.indianafiretraining.com' Instructor groups.' If you teach within multiple districts, you may ask to join multiple groups.
- II. The evaluation process shall be completed via the evaluation tool supplied by the Fire Academy Training System. This tool shall be returned to the Fire Academy Training System within 24 to 72 hours of evaluation completion.
- III. The District Fire Training Chair and/or Coordinator shall be permitted to scan retention documentation electronically.

Record Retention Policy

Purpose of Position/Summary:

To retain documentation of necessity for accountability and safety purposes.

1. The District Fire Training Council shall retain records for the following time frames:
 - Injury without hospitalization – 3 years
 - Financial documentation- 3 years
 - Equipment tracking- 3 years
 - Instructor Reviews- 3 years
 - Injury with hospitalization- 10 years

- Asset Management – 5 years

VII. Effective Date

Approval: _____ **Date:** _____

DEFICULT

Appendices

I. Dress Code

Instructors in this program will be expected to always present a clean appearance, including hair, clothing, & fingernails. Please be free of offensive odors, including strong perfume or cologne. Hair should be pulled up or off shoulders during skills. Visible body piercings/hanging jewelry (necklaces and bracelets) must be removed for safety issues.

Class Room:

Department wear is allowed along with uniform apparel. The following uniform is strongly encouraged

- Tan pants, or dark colored pants (uniform pants are acceptable). *NO JEANS*.
- Polo shirt or uniform shirt with a clean undershirt is acceptable
- Foot wear is needed to provide ankle support, traction and foot protection. Dark colors are desirable, black is preferred.
- Display professional appearance at all times (Clean, and well groomed)
- Facial hair must be in compliance with NFPA 1500 and OSHA 1910.134.
- ONLY exception to facial hair is non-fire Subject Matter Experts brought in to instruct portions of class (i.e. local Code Enforcement Official).

Low cut shirts or improper apparel will not be tolerated. Clothing should not contain offensive language or art. Clothing should not be stained or soiled. **Keep in mind the ambient weather for appropriate wear.**

Skills/Drill Ground:

Department wear is allowed along with uniform apparel. The following uniform is strongly encouraged

- Tan pants, or dark colored pants (uniform pants & clean, presentable jeans are acceptable).
- Polo shirt or uniform shirt with a clean undershirt is acceptable
- Foot wear is needed to provide ankle support, traction and foot protection. Dark colors are desirable, black is preferred.
- Display professional appearance at all times (Clean, and well groomed)
- Personal Protective Equipment must be NFPA compliant with no damage that may impede on training and/or skill evolutions.
- Facial hair must be in compliance with NFPA 1500 and OSHA 1910.134.

Low cut shirts or improper apparel will not be tolerated. Clothing should not contain offensive language or art. Clothing should not be stained or soiled. **Keep in mind the ambient weather for appropriate wear.**

II. **Fire Academy Training System Allowable List** (These can be found at <http://www.in.gov/dhs/firecertification.htm>)

Coordinator:

- o Coordinator Payroll
- o Mileage

Insurance:

- Insurance
 - Accident and Health Insurance
 - Workers Compensation
 - Errors and Omissions
 - Trailers and equipment

Maintenance & Equipment:

Props, Prop Repair & Equipment Below \$500.00:

The following items can be purchased with full council approval provided the items are under \$500.00

- Entanglement Drill Simulator
- Vertical Ventilation/Washington Prop
- Wall Breach Simulator
- Fire Extinguishers
- Maintenance and repair on district props costing less than \$500.00
- Saws
- Totes for Storage
- Coolers
- Hoses
- Nozzles
- Helmet Covers
- Actual “metered” water usage
- Any prop or project request not listed

Props, Prop Repair & Equipment Above \$500.00:

The following item must have written approval from the Fire Academy Training System Director before ordering;

- Prop Trailers
- Forcible Entry Door
- Burn Pans
- Computers, including tablets
- Projectors,
- Sprinkler Trainer
- Painting props by local organizations and associated costs
- Maintenance and repair on district props
- Vent Fans-Electric or Gas Operated
- Mist Fans
- Decontamination Tent
- Decontamination Equipment
- Gas Meter
- Any prop or project request not listed above that costs more than \$500.00

Disposables and Replacement:

- Prop replacement materials (plywood, 2X 4's, hardware, drywall, nails, fuel)
- Training Foam (Not actual firefighting foam)
- Training fuel (propane and propane accessories)
- Hay
- Office Supplies and Equipment
- Disposables for non-district funded classes
 - o Agencies must request approval from the DFTC
 - o DFTC's shall create a standard policy to determine minimum number of students to be eligible and maximum allowable amounts but shall adhere to at least no less than 6 students to be eligible and no more than \$350.00 per student is permitted
 - o Classes eligible are Mandatory, FF I/II and Hazardous Materials Operations
 - o Disposable items include hay, 2 X 4's, OSB, drywall, screws, nails, training foam and propane

Books:

- All book purchases must have written approval of the Fire Academy Training System Director
- All book purchases shall be the currently BFFPSE approved text
- Mandatory
- Firefighter I/II (IM&SM):
- Driver Operator Pumper and Aerial (IM & SM):
- Fire Officer I/II (IM&SM):
- Fire Officer III (IM&SM):
- Fire Instructor I/II/III (IM&SM):
- Fire Officer Strategy & Tactics (FOST):
- Hazmat Awareness and Operations:
- Fire Inspector I/II:
- Fire Investigator:
- Any other text must have the approval of the Fire Academy Training System Director
- No purchase of or printing of study guides

Live Fire:

- Instructor Pay – Follows the same scale as mentioned below
- Propane and accessories
- Span Gas
- Nitrogen

Fiscal Agent:

- Fiscal Payroll, 3% of grant amount, fiscal agents may also use this item to pay for office supplies & equipment

Course Delivery:

Instructor Pay:

- Instructor Pay – Pay shall be no more than \$30.00/Hour (as outlined per the local District Fire Training Council):
 - o Mentoring period – No pay
 - o Probationary Period (Initial 100 hours of district instruction) – \$25.00/hr
 - o Instructor (completed probationary evaluation) – \$30.00/hr
 - o Lead Instructor (DFTC approval) – \$30.00/hr
- DFTC's may elect to use the flat rate of pay for all instructors \$25.00/hr
- Course Manager fees (must adhere to the course management fee schedule below)
- Specialty advanced level courses may seek approval (in writing) for higher rate, flat rate or travel reimbursement from the Fire Academy Training System Director
- DFTC's may determine a need to conduct final skills examinations for FF I/II classes not associated with a funded course intermittently throughout the year
 - o If it is determined appropriate the DFTC's shall create a standard policy to determine minimum number of students to be eligible for funding but shall adhere to at least no less than 6 students to be eligible
 - o Skills exams shall be scheduled at the beginning of the year and should have no more than 4 per district per year
 - o Skills exams must be posted to www.indianafiretraining.com
 - o Students must register to take the exam and must bring all necessary paperwork to the skill exam location
 - o If the minimum number of students are not registered 2 weeks from the start date the class will be cancelled
 - o The DFTC shall agree on a payment scale between \$25 and \$30 for instructors
 - o Compensation for SME shall be approved by the DFTC prior to scheduling a class.

Evaluator and Proctor Pay:

- Evaluator Fees: Follows the same scale mentioned above
- Proctor Fees: Shall be for online exams with a 3 hour limit at \$25.00/hr approval to have a paper exam must be submitted to the Director

Course Supplies:

- Printing & printing materials (must adhere to the printing fee schedule below)
- IFTS does not allow or condone the printing of copyrighted materials such as student manuals or study guides provided by the publisher.
- Printing of chapter tests and quizzes will only be allowed if used during the class. The tests and quizzes used will be handed out, completed by the students, graded and scores recorded.
- Class A burn materials
- Fuel

Learning Management Systems:

- Beginning 1 January, 2015 all district funded courses will utilize the Edmodo Learning Management System ***unless permission is granted to use a different Learning Management System***
- The exception to the above rule is all district Mandatory and Firefighter I/II courses shall use the Pennwell Learn Learning Management System
- Each district shall establish a district Edmodo page with an established library of resources for all certification classes ***unless permission is granted to use a different Learning Management System***
- Utilization of a Learning Management System shall include giving students access to a wide variety of resources (articles, videos, powerpoint presentation), develop and deliver quizzes and assignments as well providing a means of communication between the students and instructors

Course Management Fees:

- The district fire training council may determine an appropriate fee to be associated with the course management aspect of a district fire training course.
- The activities associated with course management are identified as: class scheduling, instructor and evaluator selection, coordination of instructors, coordination of evaluators, coordination with the training center for skills and classroom, coordinates all logistical needs, and provides periodic reports on class progress to the DFTC.
- Setting up a classroom is not considered course management and is not to be invoiced.
- Posting on the website and development of the course schedule
- Assignment of Instructors, Evaluators and Proctor
- Practical Skill station setup (1 hour limit)
- Prop Delivery (must show original from and final destination and miles traveled to)
- Book Delivery(must show original from and final destination and miles traveled to)
- All course management time submission must be accompanied by a detailed list of work completed
- Course management time is limited to the following
 - o Mandatory – 12 Hours

- o Module A – 8 Hours
- o Module B – 6 Hours
- o Module C – 8 Hours
- o Module D – 8 Hours
- o FF I/II – 30 Hours
- o Hazardous Materials Awareness – 1 Hour
- o Hazardous Materials Operations – 3 Hours
- o Driver Operator Pumper, Aerial, or Mobile Water Supply – 15 Hours
- o Instructor I – 3 Hours
- o Instructor II/III – 9 Hours
- o Fire Officer Strategy and Tactics – 6 Hours
- o Fire Officer I/II/III – 3 Hours each
- o Inspector I/II – 5 Hours
- o Investigator – 15 Hours
- o If hours exceed the allotted amount or the program is not mentioned above then a written request and approval from the Fire Academy Training System Director must be obtained. Approval must be given prior to the work being completed.
- Apparatus Usage:
 - o Only Available for Mandatory, Firefighter I/II, DOP, DOMWS and DOA
 - o Only available for pumping time during live fire for Mandatory and FF I/II and driving and pumping time for Driver Operator Pumper, Aerial, or Mobile Water Supply
 - o Request for apparatus usage must be submitted and approved by the DFTC before the start of class
 - o Requests for apparatus usage must have the class days and times with an approximate amount
 - o DFTC's may set a maximum allowed charge
 - o \$40.00/hr (includes operator pay) \$15.00/hr (without operator pay)
 - o Paid out only for time actually used, not sitting idle
 - o Only available for one apparatus per day

General Notes:

- If there is any question if an item or product is allowable please contact the Fire Academy Training System staff prior to purchasing or ordering.
- If the DFTC would like to have an item or service considered for payment that is not included in this document they must submit a request to the Fire Academy Training System Director for approval.
- No State of Indiana Assets will be taken out of state or deployed without first getting pre-approval from IFTS.
- We do not compensate instructors or any district training staff for test review

Printing Cost

Printing Allowances for each certification course being offered as part of a district sponsored course is as follows:

Mandatory - \$25.00

Modules A – D - \$25.00 each

Firefighter I/II – \$100.00

FOST – \$115.00

Fire Instructor I - \$25.00

Fire Instructor II/III – \$50.00

Fire Officer I – IV – \$25.00 each

Haz Mat Awareness – \$.00

Haz Mat Operations – \$25.00

Technical Rescue Awareness – \$.00

Driver Operator Pumper, Aerial, or Mobile Water Supply – \$35.00 each

Safety Officer – \$35.00

Investigator I– \$35.00

Inspector I – \$35.00

Inspector II – \$45.00

Printing invoices shall include a report detailing what was printed and how it was used in the course. Only one copy of a Lead Evaluator Handbook is permitted. Students can receive an electronic copy of the document and choose to print it on their own. Requests for printing above the allotted amounts or for courses not listed may receive approval from the Fire Academy Training System Director prior to the printing.

Instructors are not authorized to make copies of any copyrighted materials without written permission from the publisher. Any instructor who is found to have made copies of copyrighted materials shall no longer be permitted to instruct for any of the District Fire Training Councils.

III. Fire Academy Training System Approved Class List

The following is a list of courses that are authorized for funding under regional Public Safety Training grants. All courses that result in certification must meet the requirements specified in the listed Indiana Administrative Code. Classes not listed below must receive authorization from the Indiana Fire Training Director or Section Chief.

- | | |
|-----------------------------------|--------------------|
| • Indiana Mandatory Fire Training | |
| • Firefighter I | 655 IAC 1-2.1-4(a) |
| • Firefighter II | 655 IAC 1-2.1-5(a) |
| • Firefighter I/II | 655 IAC 1-2.1-5.1 |
| • Driver/Operator-Pumper | 655 IAC 1-2.1-6(a) |

- Driver/Operator-Aerial 655 IAC 1-2.1-6.1(a)
- Driver/Operator-Mobile Water Supply 655 IAC 1-2.1-6.4(a)
- Fire Officer-Strategy and Tactics 655 IAC 1-2.1-7.1(a)
- Fire Officer I 655 IAC 1-2.1-8(a)
- Fire Officer II 655 IAC 1-2.1-9(a)
- Fire Officer III 655 IAC 1-2.1-10(a)
- Fire Inspector I 655 IAC 1-2.1-12(a)
- Fire Inspector II 655 IAC 1-2.1-13(a)
- Fire Inspector I/II 655 IAC 1-2.1-13.1
- Fire Investigator I 655 IAC 1-2.1-15(a)
- Public Fire and Life Safety Educator I 655 IAC 1-2.1-16(a)
- Public Fire and Life Safety Educator II 655 IAC 1-2.1-17(a)
- Safety Officer 655 IAC 1-2.1-22(a)
- Hazardous Materials First Responder-Awareness 655 IAC 1-2.1-24
- Hazardous Materials First Responder-Operations 655 IAC 1-2.1-24.1
- Hazardous Materials First Responder-Awareness/Operations 655 IAC 1-2.1-24.4
- Hazardous Materials Technician 655 IAC 1-2.1-24.2
- Technical Rescuer-Awareness 655 IAC 1-2.1-75.6
- Rope Rescuer-Operations 655 IAC 1-2.1-96(a)
- Instructor I 655 IAC 1-2.1-19(a)
- Instructor II/III 655 IAC 1-2.1-20(a)
- Vehicle and Machinery Rescuer-Operations 655 IAC 1-2.1-98(a)
- Vehicle and Machinery Rescuer-Technician 655 IAC 1-2.1-99(a)
- Vehicle and Machinery Rescuer-Operations/Technician 655 IAC 1-2.1-99.1
- Training conducted in support of the Indiana Fire Safe Initiative
- Training aids, student materials, or props needed to support the above listed training.
- Live Fire Training using the State Live Fire trainer.
- Survival and Rescue Training
- Hazardous Material Awareness and Operations level courses
- Company Officer Development Institute
- Chief Officer Leadership
- Instructor In-service Training
- Skills days
- Firefighter Resiliency Training
- All other courses must have written approval from the State Fire Training Office

IV. **Training Center Support Data** (Some data may not apply):

- Training Center
- Number of times
- Number of students
- Department listed
- Type of use
- Mandatory or firefighter I
- Dates used
- Length of time used
- Forcible entry prop
- Vertical ventilation prop
- Reduced clearance
- Wall breach
- Live burn
- Denver drill
- Nance drill
- Search and rescue
- Ladders
- RIT
- Classroom
- SCBA confidence
- Sprinkler prop
- Burn pan for fire extinguishers
- Car fire prop

V. **Mobile Fire Training Prop Data** (Some data may not apply):

- Portable training props
- Number of times
- Forcible entry prop
- Vertical ventilation prop
- Reduced clearance
- Wall breach
- Safety and survival
- Sprinkler trainer
- Burn pan for fire extinguishers
- Propane Tank / Tree